

CASHIER CHECKS – ON EXCEPTION REPORT
UPDATED DECEMBER 2017

NOTE – PERSON CLEARING CHECKS ON EXCEPTION REPORT WILL NOTIFY AND FAX ACCOUNTING A COPY OF THE CHECK.

ACCOUNTING WILL VERIFY THAT THE CHECK IS GOOD AND THAT IT IS STILL OUTSTANDING USING **TOOL #889** (UPDATE CU CHECK HISTORY). TYPE CHECK NUMBER AND CLICK **“GO!”** AFTER VERIFICATION, NOTIFY PERSON CLEARING CHECKS SO THEY CAN DELETE IT OFF THE SYSTEM, ALLOWING IT TO CLEAR.

ANYTIME AFTER COMPLETING YOUR DAILY RECONCILIATION OF YOUR OUTSTANDING CHECKS:

MARK CHECK(S) AS CLEARED USING **TOOL #324** (CU CHECK/BANK RECONCILIATION)

CLICK **“UPDATE STATUS FOR INDIVIDUAL CHECKS”**

“OPERATION” BOX SHOULD SAY **“CLEARED”**

TYPE IN CHECK NUMBER

CHANGE **“DATE”** TO MATCH EXCEPTION REPORT DATE

ENTER

CLICK **“GENERATE J/E”** BUTTON IN LOWER LEFT CORNER OF SCREEN

THE CHECK SHOULD HAVE A STATUS OF **“C”** (CLEARED) NOW

CREATE A J/E DATED THE SAME AS THE EXCEPTION REPORT FOR THE CHECK AMOUNT:

DEBIT 805-00

CREDIT 870-02

(USE DESCRIPTION OF: CLEAR CHECK #XXXXX)

THIS PROCESS IS THE SAME FOR A **MONEY ORDER** EXCEPT BANK WILL NEED TO BE CHANGED TO **M3** AND J/E WOULD BE:

DEBIT 805-10

CREDIT 870-02